



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

ADMINISTRATIVE SPECIALIST

PN# 107168

Department of Public Works & Engineering

Public Utilities Division

Wastewater Operations Branch

611 Walker\*

M - F, 7:30 a.m. – 4:30 p.m.\*

\*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs varied professional administrative functions in the research, development, interpretation and implementation of the assigned department's fiscal and operational policies and procedures. Interprets and disseminates administrative policies and procedural revisions for staff implementation. Provides guidance to department staff in various activities necessary to attain operational goals. Composes correspondence, directives, speeches, etc; prepares drafts on various departmental matters and edits material as required. Prepares and analyzes the department's annual budget and budget revisions; manages expenditures and monitors line item balances. Responds to written and telephone inquiries, requests and complaints from the general public. Conducts studies of department organization and operation; coordinates preparation of report on findings and offers recommendations concerning various problems. Represents department head at designated conferences, meetings, and public events. Assists as needed in producing public information activities, including preparing news releases, brochures, visual presentations, etc. Participates in special projects as assigned.

10 **WORKING CONDITIONS**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three of four reams of papers or book (up to 20 pounds or an equivalent weight) may be required.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to individual with proven professional administrative experience in personnel administration, payroll administration, and employee relations, especially at the executive level.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20  
\$1,151 - \$1,574 Bi-Weekly \$20,926 – 40, 924 Annually

18 **OPENING DATE** October 19, 2005

19 **CLOSING DATE** November 01, 2005

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> Floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer